

VOLUNTEER OPPORTUNITY

Position Open: Applications are being accepted until position is filled

Position Title: Sex Offender Records Assistant.

Department/Division: Sex Offender Compliance Team.

Workplace Address: 2320 N. 20th Avenue or 2102 W. Encanto Blvd., Phoenix

Number of Hours/Week: Hours are flexible during the weekday, however the volunteer should plan on working a minimum of 2 hours per shift.

Days of Work Week: Flexible and available to the volunteer, Monday- Friday

Start/End Hours: Anytime Monday – Friday between 8:00 a.m. – 5:00 p.m.

Position Description: The Sex Offender Compliance Team (SOCT) is responsible for ensuring statewide compliance with the laws associated with the sex offender registration, community notification, address verification and maintenance of the Sex Offender Info website. The volunteer's job responsibilities will include reviewing various statistical reports, contacting various law enforcement agencies having jurisdiction over offenders. The volunteer will also conduct computer-based searches, contact known associates, and compose correspondence.

Qualifications: Volunteers may assist at their level of ability and will be trained in specific tasks.

Application and Selection Process: Human Resources reserves the right to close this position without prior notification. Once the application is completed and returned to Human Resources, the application will be reviewed and individuals may be selected for an interview. Upon successful completion of the interview process, the applicant will be scheduled for a polygraph examination, drug screening and background investigation.

Apply: Completed applications can be delivered to the Arizona Department of Public Safety (ADPS) Human Resources section located at 2102 W. Encanto Blvd. Phoenix, or mailed to ADPS Human Resources Bureau M.D. 1100 P.O. Box 6638 Phoenix, Arizona 85005-6638. If you have any additional questions, please contact the Department's Volunteer Program Coordinator at 602-223-2058.

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